



## Housing Assistance & Models Workgroup Meeting Minutes December 9, 2008

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### ***Items Relevant to Other Workgroups***

- *Training Team:* Strategy 4, 1a is to be passed on to the training team.
- *Training Team:* Strategy 4, 2c will be passed to the Training Team for verification that the work is being done. Once verified it will be deleted from our list of action items.
- *Communication Team:* Strategy 6, 3a will be passed to the communication team to see if they have a plan in place regarding feedback and talkback.
- *Data Team:* Strategy 6, 2a will be linked back to Barb Ritter's group for informational purposes.

### ***Attendees***

- |                                   |  |
|-----------------------------------|--|
| ■ Sally Harrison, MSHDA, Co-Chair | ■ Sharon Ott, Monroe County Opp. Program       |
| ■ Michelle Wildman, Co-Chair      | ■ Joe Heaphy, Lighthouse Community Development |
| ■ Joe Tardella, Detroit           | ■ John Peterson, CSH                           |
| ■ Pat Caruso, DHS                 | ■ Suzanne Gaffney, NW MI HSA                   |
| ■ Patti Geisert, MMCA             | ■ Deborah Hendren, Community Housing Network   |
| ■ Stacy Vandenberg, Muskegon      | ■ Nicholas Armit, PPA                          |
| ■ Gary Bell, Ann Arbor            | ■ Scott Southard, PP                           |
| ■ Holly Pomranka, Berrien County  |  |
| ■ Jim Yarbough, DOC               |  |

### ***Discussion Items***

#### **Reviewing Minutes from Previous Meeting**

- Michelle is chairing the meeting (Sally has her office Christmas party, but attending)
- Last meeting the team went through the Action Plan and completed up to Strategy 3. We need to continue working through it today. (Starting at Strategy 4).
- Michelle had a question around Strategy 3 (3a and 3b), from previous meeting. Are Jim and Holly sharing the lead? NA will follow-up with them after the meeting (Is one leading and the other one supporting, for example).
  - John Peterson and MW will assist as support to the action items.
  - Deborah H. would like to join as a support member as well.

#### **Action Plan Work, Continued.**

*Strategy #4: Promote collaboration among Supportive Housing partners, including agencies, developers and property management companies.*

- 1a: Should this be referred to the communication team? Should we be concerned with duplication in the work if we move forward with this work?
  - It was decided that this point will actually be handed to the training team.

- 2a: MW is very interested in this action item and would like to take the lead on it.
  - It was noted that Gary B. (from MSHDA) could help on the work.
- 2b: The team saw this as being similar to 2a, so MW will take the lead on this as well.
  - Steve Latham from the supportive housing staff will be asked to assist on the work.
- 2c: SH noted that the training team is doing work similar to this action item. However, we need to verify that they are working on it before eliminating it from our list.
  - It was agreed by the team to refer it to the Training team.
- 2d: MW stated that Rosewood Properties in Flint have a good relationship with Piper development
  - Is this like 2a from above? SH believes so since it looks at the tools we have, making it almost the same.
  - The idea from the team is to merge this with 2a.
- 3a: This action item reminded a lot of the members of the HA&M team of the work being done in Strategy 3. The difference is that this refers more to data, while Strategy 3 refers to the actual implementation.
  - It was decided that the work should be given to Jim and Janet since it fits with the work that they will be doing.
  - This action item will be moved over to Strategy 3.
- 3b: The question in this action item really revolves around how we create “insurance” for property managers to take riskier tenants.
  - Sally argued that the issue that the group is looking at in Strategy 3 is related to this action item.
  - This action item therefore is to be moved to Strategy 3 (3a and 3b)
- 3c: There are the same barriers to this as in action item 3b
  - Sally stated that we have come a long way already in understanding the issues of property management.
  - This action item is also to be moved to Strategy 3
- 3d: MW will add this to the work already established around Strategy 3, action item 2b.

*Strategy #5: Develop a common definition of supportive housing that meets the needs of a broad constituency.*

- 1a: Patti stated that instead of 20% (listed in second bullet under 1a in the action plan) it should read 30%.
  - Is this the definition that MSHDA is already using? SH said yes and noted that everyone agreed to the definition, but it has been two years ago.
  - MW calls it pretty comprehensive. Changing it to 30% enables us to capture more groups.
  - NA asked if this is even really an action plan at this point.
  - The group decided that there was no need to do anything further with this action item except make sure that the change is coordinated with other documents.

- 1b: SH says that this is not relevant anymore. It will be eliminated.
- 1c: This action item should be kept. It should be left in as a reminder or a principal statement. We need to take it into account with all of our action items.
  - It was decided that 1a and 1c will both be saved (but worded differently) and it should be shared with DOC, DLEG, DCH, DHS, and anyone else that would be responsible with the work.
  - Pat C. will take the lead on these initial discussions. DRT will review this action item as well.

*Strategy #6: MSHDA and the Michigan Affordable Housing Community should be responsive to local communities and provide a wide array of supportive housing options that support personal choice.*

- 1a., 1b, and 1c. SH began by noting that we are using (and have used) all the products listed.
  - SH believes it will be good to talk to a MSHDA support staff member, John Hundt about this work.
  - 1b also refers back to 1a. We need to get the word out to communities too to plan around using that type of funding. So it is not just people here in the central office doing it, but it is also people in the communities developing low income housing tax credits, CDC and all the different funding sources.
  - Sally asked if there was somebody on the call who would like to work with John Hundt on this from the community perspective.
    - ◆ Stacy agreed to work with John and stated that in Strategy 6 a lot of these things have been done and these funds have been used, but she did not see a strategy to do the supportive part of supportive housing. Sally agreed that this really addresses the housing component and now we need to find the resources for support.
    - ◆ Stacey argued that she would like to combine them together along with 1c. All three points should be combined. It will need to be referred to Chuck Jones group, the supportive services group, so Sally will need to coordinate with them. Pat will assist as she is on that group as well.
    - ◆ Joe Heaphy stated he would like to be on the committee too.
  - In discussions about the link with Strategy 2, Action 1b, MSP funding should be added as a source as an additional bullet point.
    - ◆ Sally stated that this is an 18 month window where if we don't figure this out quickly we will not have the opportunity to use it.
    - ◆ Janet Irrer may be asked to be included in this as well.
  - Action item 1c is to be deleted and replaced by: Compile an inventory of supportive services.
    - ◆ Sally stated that at in reference to the existing 1c about the pool of MSHDA funds for a deficit operating reserve, at MSHDA they have decided that for every project they do they will have their own reserve.
  - So to review: John Hundt will take the lead with Stacey and Joe assisting. 1c to be deleted and replaced.
- 2a: Sally asked John Peterson if there was not a sub-committee already working on this?

- John stated that yes; this came out of when there was one or two financial models for doing these deals and we were trying to expand different options that people could pursue by giving more examples of them.
  - Sally asked if there was a need for continuing this work. John stated that it is worth doing because as you continue to get more people into doing supportive housing even as a portion of their units, just showing how supportive housing can fit into different types of financing structures has some value.
    - ◆ Sally: so capturing the models that exist and new ones as we go forward? John agreed
  - Need to link 2a back to Barb Ritter's data group.
  - John agreed to work with John Hundt to address these.
- 2b: John stated that this came out of an earlier workgroup that was trying to build the argument about the extent of need for supportive housing development. We can add to the work done and continue to build on it. We have so much more information now than when we began to talk about this.
- John Peterson and John Hundt will work on this action item as well.
- 3a: This is similar to DHS policies. This work will also be done by John Peterson.
- The hope is to have formal procedures for feedback on the work.
  - This should be referred to DRT?
    - ◆ Needs to be shared with the communities. DRT to shape the process and share with the communities.
    - ◆ Going back in time...we are trying to resolve some new and existing policies. So it does not really fit here.
  - Should this be given to the communication team?
    - ◆ Right now it feels like communication would be a good fit for the work...the feedback loops. We need to put it there for now.
- 3b is this, our meetings. It can be eliminated from the list.

**Table 1: Strategy Work Responsibilities**  
***Housing Assistance and Models Workgroup***

Action Item	Lead	Support Members
<i>Strategy #4: Promote collaboration among Supportive Housing partners, including agencies, developers and property management companies.</i>		
1a	<i>To be given to the Training Team.</i>	
2a	Michelle Wildman	Gary Bell
2b	Michelle Wildman	Steve Latham
2c	<i>Referred to the Training Team.</i>	
2d	<i>To be merged with 2a</i>	
3a	<i>Will be moved to Strategy 3.</i>	
3b	<i>Will be moved to Strategy 3.</i>	
3c	<i>Will be moved to Strategy 3.</i>	
3d	<i>To be added to 2b</i>	

**Table 1: Strategy Work Responsibilities**  
***Housing Assistance and Models Workgroup***

<b>Action Item</b>	<b>Lead</b>	<b>Support Members</b>
<b><i>Strategy #5: Develop a common definition of supportive housing that meets the needs of a broad constituency.</i></b>		
1a	<i>Percentage to be changed to 30%. No further action needed but to be retained for informational purposes</i>	
1b	<i>To be eliminated.</i>	
1c	Pat C.	TBD
<b><i>Strategy #6: MSHDA and the Michigan Affordable Housing Community should be responsive to local communities and provide a wide array of supportive housing options that support personal choice.</i></b>		
1a, 1b (to be combined)	John Hundt	Stacey and Joe
1c (to be rewritten)	John Hundt	Stacey and Joe
2a	John Peterson	John Hundt; Other MSHDA Staff
	<i>2a also to be referred to the Data Team for informational purposes and discussion.</i>	
2b	John Peterson	John Hundt; Other MSHDA staff
3a	<i>To be referred to the Communications Team</i>	
3b	<i>To be eliminated.</i>	

### ***Concluding Comments***

The workgroup should know more about what tasks are missing or needed after the DRT meeting in January. Timelines and outcomes will be needed for that meeting as well. NA, MW, and SH will meet separately to discuss these issues and will report back to the team via e-mail. Also, to assist with the planning, the minutes from the meetings will be prepared at an earlier time.

### ***Tasks Completed***

- Reviewed Strategies 4-6.
  - Revised Action Items for the three strategies and made assignments.

### ***Tasks Assigned***

See “Strategy Work Responsibilities for the Housing Assistance and Models Workgroup” (Table above).

### ***Next Meeting***

- January 12, 1.00 PM.
  - This will be a conference call, number to be provided later.
  - Nick will send out handouts by e-mail
  - If you know you are unable to make the call please let Nick know beforehand, ([narmit@publicpolicy.com](mailto:narmit@publicpolicy.com))